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MAINE

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HOW TO APPLY

Clicking on the **APPLY NOW** link next to the job title on the Open Competitive Listing will bring you to the online application process.

ADDITIONAL INFORMATION

Your application evaluation results will be emailed to the address you use to login to your online account.

Qualified applicants will be placed on an Employment Register for this classification.

The Bureau of Human Resources reserves the right to use any scoring methods necessary to identify the most qualified candidates.

Career Opportunity Bulletin

CORRECTIONAL TRADES SHOP SUPERVISOR

Code: 500400

Pay Grade: 18 (\$15.00- \$19.54/hr.)

Open for Recruitment: July 1, 2014 - Until Canceled

JOB DESCRIPTION

The Department of Corrections has current and/or future anticipated vacancies at the Maine Correctional Center, Maine State Prison, Charleston Correctional Facility, Mountain View Youth Development Center, and/or Downeast Correctional Facility. Qualified applicants will be placed on an Employment Register that will be used to fill these vacancies.

This is structure and craft work involving inmate vocational programs. You will be developing vocational training programs, teaching inmates trade skills and work methods, directing and assigning inmate work activities, and ensuring proper security procedures are followed. An employee in this classification specializes in a specific trade (e.g. wood shop, machine shop, finishing shop, upholstery/refinishing shop, print shop, safety training). Supervision may be exercised over assistants, instructors, and/or other trades employees.

Typical Duties

- Monitors and inspects completed work in order to ensure established quality standards are met.
- Reviews designs for products, makes changes as necessary, and established product standards in order to control design and production.
- Estimates and evaluates special production jobs in order to maintain production schedules and work assignments and provide cost estimates.
- Observes and monitors inmate behavior and takes appropriate action when necessary in order to maintain the safety of staff and inmates, prevent escape, and maintain security.
- Prepares and submits reports on inmate work performance in order to evaluate inmates for increased good time.
- Takes and reviews inmate count in order to make scheduled control reports and to promote prison security.

MINIMUM REQUIREMENTS

In order to qualify you must have, education, training, and/or experience which demonstrates competence in a trade (e.g. wood shop, machine shop, finishing shop, upholstery/refinishing shop, print shop, safety training) to include experience instructing and/or training others.

Value of State-paid Dental Insurance: \$13.13 biweekly

Value* of State-paid Health Insurance:

- Level 1: 100% State Contribution (employee pays nothing): \$375.10 biweekly
- Level 2: 95% State Contribution (employee pays 5%): \$356.35 biweekly
- Level 3: 90% State Contribution (employee pays 10%): \$337.59 biweekly
- Level 4: 85% State Contribution (employee pays 15%): \$318.84 biweekly

*The level of the actual value of state paid Health Insurance will be based on the employee's wage rate and status with regard to the health credit premium program as of July 1, 2014.

Value of State's share of Employee's Retirement: 21.17% of pay.